

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Business Enterprise Supervisor**

**Class Code: 10320**

---

### **A. Purpose:**

Supervises the Business Enterprise Program by recruitment, training and placement of vending operators who are visually impaired individuals working under a rehabilitation program.

### **B. Distinguishing Feature:**

Business Enterprise Supervisor plans, develops and monitors small business enterprises to enable visually impaired individuals to become successful business people.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Recruits qualified people who are visually impaired to operate small business enterprises and encourage independence and self-esteem of these individuals.
2. Interviews, hires, trains, and supervises vending operators to ensure compliance with federal, state, and local laws pertaining to small businesses.
3. Conducts on-site visits to inspect equipment, calculate markup, and evaluate the service provided by the operator.
4. Negotiates contracts and agreements with property owners or managers to avoid problems or misunderstandings and to produce a valid, binding contract.
5. Maintains an accurate inventory of all capital assets, their location, repair costs, and information on revenues received from equipment in order to determine the profitability of each piece of equipment.
6. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically no subordinates report to this position other than vending stand operators.

### **E. Challenges and Problems:**

Challenges include changing operators continuously; disagreements between building owners, suppliers, and vendors; and the procurement of equipment needed by the vendors.

### **F. Decision-making Authority:**

Decisions include operations procedure, products to be marketed, type of equipment purchased or repaired, and the type of training offered to operators.

Decisions referred include expenditures over \$1000, intervention if stand is not operated properly, and rules and regulations governing the vending program.

### **G. Contact with Others:**

Frequent contact is made with business suppliers, vending stand operators, and property owners and managers.

#### **H. Working Conditions:**

This position requires extensive travel throughout the state. There are occasions when heavy lifting is required.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- principles and practices of small business administration;
- purchasing, merchandising, and vendors;
- basic principles involved in bookkeeping, accounting, and auditing;
- adaptive techniques to accommodate visually impaired individuals;
- rehabilitation applicable to the social and vocational adjustment of the visually impaired;
- effective methods of supervision.

Ability to:

- assess rehabilitation needs;
- develop individual plans;
- maintain inventory and sales records;
- interpret financial statements;
- develop and maintain satisfactory working relationships with operators, administrative officials, vendors, and the public;
- learn federal, state, and local laws related to food handling and dispensing.